NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

April 25, 2014
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Discussion and Review of FY15 Preliminary Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director.
Attachment.

B. **Discussion and Review of Quarterly Investment Report**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director.
Attachment.

C. **Minutes from January 24, 2014**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Memorandum

To: Chairman Tim Vigil and Members of the Finance Sub-Committee

From: Anthony J. Mortillaro, Executive Director

CC: Glenda Aragon, Finance Manager

Date: April 18, 2014

Re: **Proposed Fiscal Year (FY) 2015 Budget**

Background: Attached for the Finance Sub-Committee discussion is the proposed FY 15 Budget. Following are the budget highlights which will be discussed in greater detail at the April 25, 2014 meeting.

Revenues:

- The federal revenue projection contained in this budget is premised upon a recommended award of Federal Funds passed through the NMDOT Transit and Rail Division for FY 15. This year we are projecting an award that could be $220,922 greater than FY 14. This award amount includes the federal capital funding allocation of $355,000.

- Federal Veteran's Initiative funding from FY 14 for the Intelligent Transportation System (ITS) that was commenced but not completed is being carried forward in FY 15. In addition Transportation Alternatives Program (TAPS) funding for the ADA Transition Plan and design and construction services is also being re-budgeted in FY 15.

- The NCRTD was awarded a Capital Outlay distribution from the State Legislature in the amount of $175,000 for FY 15 for the acquisition of buses.

- NCRTD Transit GRT is based upon current year to date collections and projections of what is likely to transpire in the remainder of the year. As in the past we have chosen to be conservative in estimating for the upcoming budget year and are therefore estimating a slightly increased revenue projection of $88,335 from FY 14 Budgeted ($6,760,765 FY 14 vs. $6,809,100 FY15).

- Los Alamos County contribution reflects a decrease of funding from prior years. This year's funding contribution will be $50,000 less ($450,000 FY 14 vs. $400,000 FY 15).

- The usage of the reserve balances is contained in the revenues to balance the budget. The funds being utilized are related to: a) the ITS project, b) TAP project, c) fleet match requirements. The total amount being utilized is $245,436. Undesignated reserves are being utilized for items "a" and "b" and capital reserve funds for item "c". The overall reserve balance exceeds the 25% Board requirement of $2,419,936. The projected balance is $6,790,331.

Expenditures:

- Overall Expenditures for FY 15 total $9,696,743. In comparison FY 14 budgeted expenditures totaled $9,331,964. The FY 15 budget expenditures represent an increase of 3.76% or ($364,779).

- Service enhancements and modifications are presented within the draft proposed budget to align with the updated service plan adopted by the Board in April 2014. Service savings have not been removed from the draft budget since the modifications associated with these savings will not take place until the later part of 2014. Reallocation of any savings realized from these changes have been programmed into the FY 2015 budget.

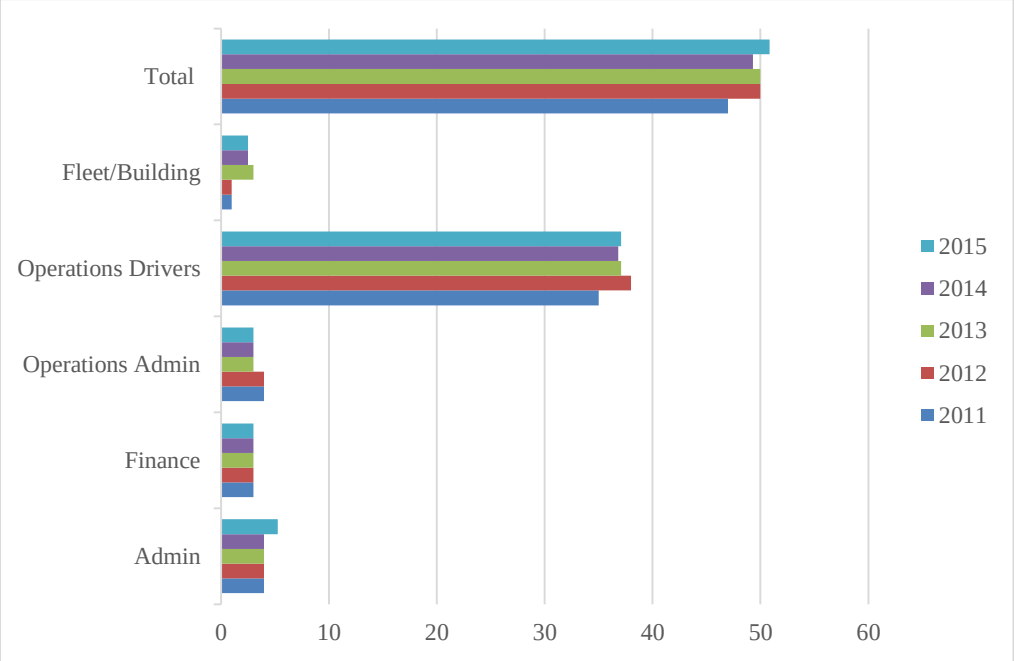
- Divisional expenditure breakouts have been added for public information and marketing and human resources. This will allow for enhanced budgetary information related to these two key activities. Additional funding has been allocated to public information in order to enhance communications related to service route enhancements and the roll out of the ITS.

- Staffing additions requested:

    - Temporary file clerk to assist the Executive Assistant with the transition of active and archive files to electronic format. The position is budgeted for a total of 3 months.
    - Marketing Specialist to enhance the Districts need to extensively market its services to district constituencies and for generation of funding for premium services. In particular the District will be rolling out the ITS, the new and modified service plan update and will reaching a 10 year milestone of its existence.
    - Reclassification of four Driver II positions to Driver III/Lead and elimination of an equal number of Driver II positions.

- Increase of Driver II part time to full- time as a result of the Chama Route going from three day a week service to five days.

Following is a chart depicting prior staffing levels:



- Contractual services are lower than the prior year budgeted amount. Funds have been budgeted for a Long Range Service Plan which is dependent upon matching 5304 Funds.

- Information Technology equipment costs will be minor:

  - Three year cycle for replacement of 3 workstations.
  - Addition of dual screens necessary for ITS usage.

- Capital Projects that were commenced in FY14 will be carried forward into FY 15 are:

  - AVL/CAD/Intelligent Transportation System
  - TAPS (Transportation Alternatives Program/ADA Plan, Design and Construction)

- Utilities and Fuel line items reflect adjusted expenditures. Now that we have had a full year of experience with the new building, we are able to better estimate the costs for natural gas, electric, water, sewer and solid waste

removal. Fuel is anticipated to remain level in comparison to current year budgeted allocation which anticipated the natural tendency for gasoline prices to fluctuate.

- Staff compensation reflects a 3.5% (this is the same amount budgeted in FY 14) budget impact place holder for non-represented employees' performance based increases and collective bargaining across the board adjustments. Furthermore, it is anticipated that the performance based matrix adopted last year will be further evolved to allow for a greater dispersion of performance increases based upon actual performance.

- Health insurance costs are increasing by 10% . As a result the District will be absorbing 10% of this increase and employees will be paying an additional 10%. All other health related benefit costs are not increasing. In addition, Senate Bill 27 which was passed by the Governor and Legislature in 2013 required the employer to contribute an additional .4% for its PERA contribution in FY 15.

- NCRTD GRT allocations for regional services provided to Los Alamos County, Atomic City Transit and Santa Fe Trails will be slightly higher than FY 14 and have been calculated based on the formula enumerated in the Financial Policies by the Board. The Rail Runner contribution is a fixed formula and reflects an increase in funding as a result of anticipated increased GRT collections in Santa Fe County. These Non RTD Operating expenditures ($4,415,094) represent 54.47% of the total budget.

- Capital Investment Plan (CIP) expenditures align with the 10 year plan that was reviewed last year and which has now been adjusted. These changes will be reviewed by the Finance Subcommittee at this meeting. Some minor items contained in the CIP are not funded by matching federal dollars and as such will be paid for by the transit GRT. We have tried to limit these items. Following is a listing of the recommended capital expenditures:

Capital Expenditure	*Cost*
ITS/CAD system (carry over project)	$177,200
Replacement service vehicle	$25,000
Bus replacements (6 units)	$559,490
Bus shelters	$50,000
Bus stop surface improvements	$10,000
TAP (ADA Plan, design, construct, carry over project)	$252,500

A number of capital requests have not been included due to limited resources and lack of federal match funds. However, staff would like to have the Board consider the following items as a mid-year budget adjustment if GRT revenues are likely to generate more funds than projected and/or federal matching dollars have been procured. These capital items are as follows:

Capital Expenditure – Mid Year Consideration	*Cost*
Replacement service vehicle	$25,000
Final design maintenance facility	$503,000
Skid steer loader and attachments	$50,000
Emergency electrical generator, pad and fencing	$60,000

10 Year Capital Investment Plan: The attached CIP has been updated to reflect and align with the proposed budget.

Long Range Financial Plan: The attached chart reflects an update of the moderate case scenario, the proposed FY 15 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet and exceed the Board's requirement for a 25% reserve amount through 2019 provided that no degradation of revenues occurs over the next several years. As of FY 2016 the Los Alamos contribution is unknown and therefore is not factored into this analysis as a revenue source. From 2020 through 2024 the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the reserve to balance the budget. Furthermore, the NCRTD GRT will need to be renewed through a District wide election in FY 2023. Based upon this Moderate Case Scenario no new routes other than those approved in April 2014 can be funded unless a reoccurring revenue source is generated.

Position History: This document is attached.

Recommendation: Discussion only. The Finance Subcommittee should consider a motion recommending a proposed FY 2015 Budget for the Boards consideration.

Attachments: Proposed FY 2015 budget

NCRTD Revenues	FY11	FY12	FY 2013	FY 2014		FY 2015
	7/1/2010-6/30/11	7/1/11-6/30/2012	7/1/2012 - 6/30/2013	7/1/2013 - 2/28/2014		7/1/2014 - 6/30/2015
Account Title	**Actual**	**Actual**	**Actual**	**Budget - Original**	**Actual**	**Executive Director Request**
5311/ADMINISTRATION	$ 594,161	$ 489,984	562,886	496,501	327,942	501,322
5311/OPERATING	482,858	412,168	579,188	815,559	419,162	772,660
5311/CAPITAL	95,587	57,545	40,811	96,000	31,583	355,000
	1,172,607	**959,696**	**1,182,885**	**1,408,060**	**778,687**	**1,628,982**
						0
5316/JARC/OPERATING	**137,655**	**99,166**	**208,762**	**58,089**	**164,772**	**58,089**
						0
5304/Federal Grant/PLANNING	16,276		0	151,250	107,635	60,000
Tribal Transit FTA grants	-		261,540			0
TAP Funding						215,736
Arra Stimulous	303,022	-				0
Tribal Transit	71,212	62,344				0
5309 Federal Grant			30,982			
5309/ Fed Grant/Earmark-State of G	51,323	547,197	280,000			
Veterans Inititative				333,800		54,400
Total Other Federal Grants	**441,833**	**609,541**	**572,522**	**485,050**	**107,635**	**330,136**
						0
State Capital Outlay/Vehicles	-	616,856		170,000	0	175,000
LA Contribution	1,540,000	600,000	500,000	450,000	450,000	400,000
Building	-	250,000				0
	1,540,000	**1,466,856**	**500,000**	**620,000**	**450,000**	**575,000**
						0
Cash Balance/Project Carryovers	-	-				245,436
Gross Receipts Tax	7,524,035	7,128,176	6,871,270	6,720,765	4,142,591	6,809,100
Misc.	99,641	33,702		40,000	25,634	50,000
Local/GRT Revenue Total	8,503,677	7,161,878	6,871,270	6,760,765	4,168,224	7,104,536
	$ 10,915,772	**$ 10,297,137**	**9,335,438**	**9,331,964**	**5,669,318**	**9,696,743**
District Salaries	1,606,807	1,745,048	1,699,079	1,904,277	1,094,145	1,900,337
Benefits & Payroll Taxes	584,395	556,308	658,277	825,665	460,679	820,950
Total Salaries and Benefits	**$ 2,191,202**	**$ 2,301,356**	**$ 2,357,356**	**2,729,942**	**1,554,824**	**2,721,287**

	7/1/2013 - 2/28/2014	7/1/2014 - 6/30/2015

Account Code	Operating Expenses	FY11 Actual	FY12 Actual	*FY13 Actual*	Budget - Original	Actual	Executive Director Request
6110180	Vehicle Allowance - Benefit			100	960	0	-
6110181	Cleaning Bus Allowance			260	960	320	1,200
6110182	Utility Expense Allowance			0	240	80	960
6110270	Non-RTD Railrunner	1,922,899	1,985,628	2,209,659	1,957,780	915,416	2,100,000
6110272	Non-RTD Los Alamos County	1,238,603	1,303,870	1,332,081	1,344,173	706,036	1,361,820
6110275	Non-RTD City of Santa Fe	952,775	967,630	981,932	940,921	554,509	953,274
6110290	Bank Service Charges	49	20	13	120	0	120
6110295	Penalties/Interest	1,450	9,430	62	500	0	500
6110310	Internet Service	-	-	1,675	4,980	2,921	5,251
6110315	Postage	953	1,176	665	1,350	821	2,420
6110320	Telephone	18,915	7,604	11,427	8,080	6,689	9,020
6110325	Cell Phone	9,021	4,195	4,603	5,978	2,238	4,852
6110400	Contractual Services	190,869	156,210	144,713	371,300	204,038	288,240
6110405	Audit	20,670	53,500	23,005	23,433	23,219	25,000
6110410	Advertising	96,205	23,877	16,940	65,940	22,658	66,470
6110415	Advertising-Other	5,159	302	18,198	4,500	5,109	7,500
6110420	Contractual Services - Other			18,640	0	0	-
6110425	IT Hardware/Software Support	20,808	5,517	7,587	20,736	5,487	25,700
6110500	Dues and Subscriptions	5,952	1,831	12,263	9,486	4,752	10,666
6110605	Equipment Rental	-	233	1,135	1,000	508	1,000
6110610	Equipment Repair & Maintenance	5,879	1,446	851	4,300	0	3,800
6110615	Computer Repair & Maintenance	-	-	0	500	0	1,000
6110620	Building Maintenance			12,224	15,000	4,316	15,000
6110625	Maintenance Machinery & Equipment	132	-	3,190	4,500	4,569	2,000
6110700	Insurance			3,600	0	0	-
6110705	Property Insurance	38,927	9,927	6,566	39,000	6,670	7,000
6110710	General and Employee Liability	22,275	21,119	21,119	25,000	21,550	22,000
6110715	Civil Rights	3,500	3,311	3,311	5,000	3,311	3,311
6110725	Vehicle Insurance	41,371	59,997	54,960	66,000	52,690	68,000
6110730	Snow Removal (MA Agora)	-	-	0	6,000	0	6,000
6110805	Office Rent	29,050	28,800	0	0	0	-
6110810	Utilities	6,528	3,656	24,932	30,000	14,073	25,000
6110815	Janitor	4,781	5,842	20,179	24,000	13,812	24,000
611082	Utility Expense Allowance	-	-	120	0	40	-
6110900	Uniforms	8,370	-	1,540	14,300	0	12,300
6110905	Drug and Alcohol Testing	500	-	0	4,500	0	1,000
6110910	Physicals	108	-	2,415	3,000	1,637	2,700
6111000	Printing	3,132	5,226	4,869	19,500	3,515	19,500
6111005	Copying	1,659	309	1,193	0	13	950
6111100	Supplies	436	-	2,938	0	560	350
6111105	Office Supplies	27,243	17,044	8,041	17,120	5,988	10,500
6111110	Furniture & Equipment under 5K	9,760	23,267	4,123	3,250	5,897	21,500
6111115	Janitorial Supplies	-	93	3,056	2,000	0	1,000
6111200	Training	5,793	3,085	1,358	4,750	1,433	11,624
6111300	Travel	22,005	-	457	0	0	-
6111305	Mileage	212	4,388	3,550	10,720	4,089	4,075
6111310	Public Transit Fares	-	-	0	140	0	11,535
6111315	Per Diem	-	6,780	449	5,122	384	5,538
6111320	Registration Fees	-	1,125	5,287	13,763	1,188	-

6111325	Lodging and Meals	-	-	9,703	14,580	4,222	13,890
6111327	Meals & Meeting Expenses	1,667	1,050	3,630	4,150	1,216	9,050
6111330	Misc Expenses	-	81	791	3,150	463	3,150
6111400	Fuel	304,353	273,576	406,653	430,000	227,936	415,000
6111405	Cell Tower Rental Fees	2,100	5,400	3,177	5,400	5,508	9,000
6111410	Shop Supplies	11,142	5,589	7,535	7,000	3,449	6,000
6111415	Oil and Lubricants	17,532	8,603	15,587	15,000	8,214	13,000
6111420	Hazardous Waste Disposal	-	-	0	0	0	-
6111425	Replacement Parts	46,703	-	63,976	58,000	41,159	70,000
6111430	Tires	24,827	-	51,981	30,000	11,137	25,000
6111435	Vehicle Maintenance - Repair	(6,681)	48,823	62,509	70,000	47,833	80,000
6111440	Painting	3,513	3,900	2,891	10,000	1,000	5,000
6111900	Depreciation	411,917	-	511,207	0	0	-
6220305	Cell Phone		-	156	0	0	-
6220605	Building Maintenance		-	0	0	249	-
6220805	Shop Supplies		-	168	0	0	-
6221120	Replacement Parts		-	1,019	0	0	-
6330110	Computers		-	6,964	1,500	5,557	1,500
	Total Other Expenses	**$ 5,121,145**	**$ 5,063,456**	**5,605,062**	**5,726,522**	**2,952,920**	**$ 5,901,266**

	Capital Outlay						
6330100	Capital Expenses		-	27,282	0	0	-
6330105	Buildings	880,690	1,129,200	121,269	8,000	0	-
6330115	Furniture & Fixtures	5,767	16,597	46,348	0	0	-
6330125	Other Capital Expenses			11,032	450,000	216,886	429,700
6330130	Benches and Signage		-	10,241	5,000	0	-
6330135	Rolling Stock	265,880	925,284	378,530	356,000	0	584,490
6330155	Bus Shelters	52,430	10,584	48,912	56,500	30,974	60,000
	Total Capital Expenses	**$ 1,204,767**	**$ 2,081,665**	**643,614**	**875,500**	**247,860**	**$ 1,074,190**
	Totals	**8,517,114**	**9,446,477**	**8,606,033**	**9,331,964**	**4,755,604**	**9,696,743**

Administration

Account Code	Account Title	FY11 Actual	FY12 Actual	FY13 Actual	Budget - Original FY14	FY14 Actual	FY15 Request FY15 Executive Director Request
	Total Salaries/Benefits	**378,443**	**322,204**	**283,315**	**383,924**	**183,377**	**230,017**
Contracts							
6110400	Contractual Services			165,414	303,600	202,919	
	Information Technology		48,000				50,000
	Administrative		46,800				84,440
	Construction		-				-
	Service Planning and Dev.		-				60,000
	Other		-				15,000
6110420	Contractual Services - Other	170,200	133,320	18,640	0	0	-
	Total Contracts	**170,200**	**228,120**	**184,054**	**303,600**	**202,919**	**209,440**
All other expenditures							
6110310	Internet Service (Redi net)		-	335	720	714	1,071
6110315	Postage	261	600	214	300	179	100
6110320	Telephone	9,224	9,360	2,770	1,440	1,330	2,000
6110325	Cell Phone	1,344	2,640	1,333	1,600	713	1,070
6110410	Audit			0	0	0	-
6110410	Advertising	91,340	12,198	17,115	65,940	21,647	-
6110415	Advertising-Other	1,525	3,600	17,226	4,500	4,951	-
6110425	IT Hardware/Software Support	4,139	480	2,356	9,036	0	3,000
6110500	Dues and Subscriptions	5,952	1,440	11,523	8,486	4,272	8,486
6110605	Equipment Rental	-	-	207	0	0	-
6110610	Equipment Repair & Maintenance	1,176	406	157	1,800	0	1,800
6110615	Computer Repair & Maintenance	-	-	0	500	0	500
6110705	Property Insurance	4,964	5,956	805	5,000	0	-
6111000	Printing	626	4,979	2,908	17,000	573	900
6111005	Copying	-	-	796	0	0	-
6111100	Supplies	-	-	1,396	0	64	100
6111105	Office Supplies	3,949	1,765	3,071	3,120	2,494	3,800
6111110	Furniture & Equipment under 5K	3,625	23,336	1,877	0	0	17,000
6111200	Training/Registration fees	4,599	1,200	0	0	0	4,224
6111305	Mileage	19,607	3,292	2,236	4,550	1,982	800
6111310	Transit Fares/Rental car/Air fare						4,000
6111315	Per Diem-Travel		2,476	0	1,780	384	1,560
6111320	Registration fees		-	2,858	5,224	1,044	-
6111325	Lodging		-	4,504	7,845	3,287	7,100
6111327	Meals & Meeting Expense	1,509	1,446	3,088	3,100	1,070	3,100
6111330	Misc Expenses		-	0	2,500	25	2,500
6330110	Computers		-	1,930	0	1,340	1,500
	TOTAL Admin Expenses	**159,261**	**81,806**	**81,120**	**144,441**	**46,069**	**64,611**
	TOTAL EXPENDIURES	**707,905**	**632,130**	**548,489**	**831,965**	**432,365.43**	**504,068**

Public Information/Community Relations

Account Code	Account Title	FY11 Actual	FY12 Actual	FY13 Actual	Budget - Original FY14	FY14 Actual	FY15 Request FY15 Executive Director Request
							-
	Total Salaries/Benefits	**-**	**-**				**143,549**
Contracts							
6110400	Contractual Services	-	-				31,500
							10,000
	Total Contracts	**-**	**-**	**-**	**-**	**-**	**41,500**
All other expenditures							
6110 New Promotions							4,500
6110310	Internet Service (Redi net)						840
6110315	Postage						450
6110320	Telephone						-
6110325	Cell Phone						-
6110410	Audit			-	-	-	-
6110410	Advertising						66,470
6110415	Advertising-Other						-
6110425	IT Hardware/Software Support						10,000
6110500	Dues and Subscriptions						1,530
6111000	Printing						14,000
6111005	Copy						-
6111100	Supplies						-
6111105	Office Supplies						500
6111110	Furniture & Equipment under 5K				-	-	-
6111115	Janitorial Supplies	-			-	-	-
6111200	Training/Registration fees						725
6111305	Mileage						1,245
6111310	Transit Fares/Rental car/Air fa						300
6111315	Per Diem-Travel						180
6111320	Registration fees						-
6111325	Lodging						250
6111327	Meals & Meeting/Spec. events						4,000
6111330	Misc Expenses		-				-
6330110	Computers		-		-		-
	TOTAL Admin Expenses	**-**	**-**		**-**	**-**	**104,990**
	TOTAL EXPENDIURES	**-**	**-**		**-**	**-**	**290,039**

Human Resources

FY15 Request

Account Code	Account Title	FY11 Actual	FY12 Actual	FY13 Actual	Budget - Original FY14	FY14 Actual	FY15 Executive Director Request
							-
	Total Salaries/Benefits		**-**				**88,852**
Contracts							
6110400	Contractual Services Administrative						7,200
	HR Firm Compensation survey update						25,000
	Total Contracts		**-**				**32,200**
All other expenditures							
	Promotional awards						3,000
6110310	Internet Service (Redi net)						240
6110315	Postage						400
6110320	Telephone						100
6110325	Cell Phone						-
New	Health and Wellness						4,500
6110415	Advertising-Other						7,500
6110425	IT Hardware/Software Support						-
6110500	Dues and Subscriptions						150
6110615	Computer Repair & Maintenance						500
6110705	Property Insurance						-
6111000	Printing						1,000
6111005	Copying						800
6111105	Office Supplies						500
6111110	Furniture & Equipment under 5K						-
6111200	Training/Registration fees						1,675
6111300	Travel						-
6111305	Mileage						280
6111310	Transit Fares/Rental car/Air fa						700
6111315	Per Diem-Travel						280
6111325	Lodging						1,350
6111327	Meals & Meeting Expense						800
	TOTAL HR Expenses						**23,775**
	TOTAL EXPENDIURES						**144,827**

220 - Finance

Account Code	Account Title	FY2011 Actual	FY2012 Actual	FY13 Actual	FY14 Budget - Original	FY14 Actual	**FY15 Request** FY15 Executive Director Request
	Total Salaries/Benefits	**217,397**	**191,916**	**233,565**	**245,593**	**152,150**	**255,766**
	Section 125 Café plan service						
	Contracts temp emp.	-	-	-	1,800	1,119	1,500
6110405	Audit	20,670	53,500	23,005	23,433	23,219	25,000
6110410	Moving Contract	-	-				
	TOTAL	**20,670**	**53,500**	**23,005**	**25,233**	**24,338**	**26,500**
6110290	Bank Service Charges	30	17	-	120	-	120
6110295	Penalties/Interest	1,155	11,279	62	500	-	500
6110310	Internet Service (Redi-Net)		-	335	720	454	720
6110315	Postage	500	717	440	700	160	700
6110320	Telephone	1,650	1,482	1,720	1,440	1,330	1,800
6110325	Cell Phone	-	-	-	624	-	
							-
6110410	Advertising	-	-	-	-	-	-
6110415	Advertising-Other	-	-	683	-	-	-
6110425	IT Hardware/Software Support	8,000	7,680	5,231	9,700	5,487	
	Sage/Abila Software						9,700
6110500	Dues and Subscriptions		-	160	500	480	500
6110605	Equipment Rental	-	312	-	-	-	-
6110610	Equipment Repair & Maintenance	2,400	2,676	-	-	-	-
6110705	Property Insurance	1,176	-	805	5,000	-	-
							-
6110805	Office Rent		-	-	-	-	-
6110810	Utilities	24,111	25,920	244	-	-	-
6110815	Janitor	1,117	2,611	531	-	-	-
6111000	Printing	1,594	5,257	-	1,000	573	1,000
6111005	Copying	626	-	76	-	-	-
6111100	Supplies		-	830	-	64	-
6111105	Office Supplies		-	1,163	3,000	885	1,500
6111110	Furniture & Equipment under 5K	3,949	720	-	1,250	1,548	2,000
6111115	Janitorial Supplies	10,000	18,000	79	-	-	-
6111200	Training/Materials		-	115	1,300	1,264	
							1,300
6111305	Mileage	463	434	805	1,950	287	1,500
6111310	Transit Fares/Rental car/Air fare	37	240				3,935
6111315	Per Diem	-	-	348	1,606	-	1,606
6111320	Registration fees			380	3,935	105	-
6111325	Lodging	256	600	1,806	1,990	297	1,990
6111327	Meals & Meeting Expense			64	-	102	-
6111330	Misc Expenses	-	-	-	150	-	150
	TOTAL		97				-
		57,063	**78,043**	**15,877**	**35,485**	**13,037**	**29,021**
	TOTAL Expenditure						
		295,130	**329,416**	**272,447**	**306,311**	**189,525**	**282,266**

300 - Operations Admin

Account Code		FY2011 Actual	FY2012 Actual	FY13 Actual	Budget - Original	Actual	FY 2015 Request FY15 Executive Director Request
	Total Salaries/Benefits	**$ 231,647**	**$ 251,633**	**219,265**	**$ 248,284**	**$ 153,720**	**256,679**
6110310	Internet Service		-	335	720	584	720
6110315	Postage	132	106	12	100	160	200
6110320	Telephone	6,403	651	2,478	1,440	1,347	2,000
6110325	Cell Phone	2,745	203	1,281	624	532	774
6110400	Contractual Services			(521)	0	0	-
6110425	IT Hardware/Software Support	2,069	480	0	1,000	0	-
6110500	Dues and Subscriptions	-	-	50	500	0	-
6110605	Equipment Rental	1,965	1,926	725	0	0	-
6110610	Equipment Repair & Maintenance	1,308	431	0	500	0	500
6110620	Building Maintenance			0	0	16	-
6110625	Maintenance Machinery & Equipment		-	283	500	0	-
6110810	Utilities	1,464	2,710	276	0	0	-
6111000	Printing	626	430	1,862	1,500	1,157	1,500
6111005	Copying		-	153	0	0	-
6111100	Supplies		-	510	0	64	100
6111105	Office Supplies	4,659	5,040	1,551	3,500	751	1,500
6111110	Furniture & Equipment under 5K	1,500	2,921	0	0	3,211	15,000
6111115	Janitorial Supplies		-	310	0	0	-
6111200	Training/Registration	609	154	200	950	169	700
6111300	Travel X Do NOT USE ELIMINATED		-	452	0	0	
6111305	Mileage	1,447	-	492	700	225	200
6111305	Transit Fees/Rental Car/Air fare						1,000
6111315	Per Diem	358	1,151	101	272	0	612
6111320	Registration Fees		-	2,049	900	25	
6111325	Lodging		-	2,534	1,200	0	980
6111327	Meals & Meeting Expenses		-	417	250	43	250
6111415	Oil and Lubricants		-	3	0	0	-
			-				-
6220305	Cell Phone		-	104	0	0	-
6330110	Computers		-	1,644	1,500	4,217	-
	Total Expense	**25,284**	**16,200**	**17,300**	**16,156**	**12,502**	**26,036**
		256,931	**267,833**	**236,565**	**264,440**	**166,223**	**282,715**

350 - Operations - Drivers

Account Code	Account Title	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Original Budget	FY14 Actual	FY 2015 REQUEST FY15 Executive Director Request
	Total Salaries/Benefits	**1,277,102**	**1,271,688**	**1,451,028**	**1,707,226**	**949,702**	**$ 1,602,482**
				7/1/2012 - 6/30/2013	7/1/2013 - 2/28/2014		FY 2015 REQUEST
		FY11 Actual	FY12 Actual	Actual	Budget	Actual	*FY15 Executive Director Request*
Other Expenditures							
6110310	Internet Service		-	356	2,460	789	960
6110315	postage	300	600	-	50	217	370
6110320	Telephone	1,485	3,390	3,061	3,000	1,812	2,400
6110325	Cell Phone	854	521	1,126	1,920	387	1,760
6110415	Advertising-Other		-	104	-	159	-
6110425	IT Hardware/Software Support	2,069	480	-	1,000	-	-
6110610	Equipment Repair & Maintenance	1,176	1,742	-	1,000	-	500
6110625	Maintenance Machinery & Equipment		-	-	-	-	-
6110705	Property Insurance		-	127	-	-	-
6110710	General and Employee Liability	3,500	25,343	-	12,500	10,775	11,000
6110225	Workers' Compensation ins	-	-	94,545	107,459	105,216	107,000
6110810	Utilities	2,500	16,303	-	-	-	-
611082	Utility Expense Allowance	-	-	100	-	40	-
6110900	Uniforms	8,370	-	850	14,000	-	12,000
6110905	Drug and Alcohol Testing	500	360	-	4,500	-	1,000
6110910	Physicals	6,258	1,687	1,419	3,000	1,637	2,400
6111000	Printing	626	-	99	-	818	500
6111005	Copying	-	-	137	-	13	150
6111100	Supplies	689	600	203	-	42	150
6111105	Office Supplies	5,449	4,200	1,168	6,500	1,562	2,000
6111115	Janitorial Supplies	423	625				-
6111110	Furniture & Equipment under 5K	1,767	1,200	1,197	-	766	500
6111200	Training/Registration	772	-	843	2,000	-	700
6111305	Mileage	189	578	-	800	157	-
6111310	Transit Fees/Rental Car/Air fare						1,200
6111315	Per Diem	382	467	-	524	-	600
6111325	Lodging			-	1,140	-	840
6111327	Meals & Meeting Expenses	404	600	35	800	-	200
6111330	Misc Expenses	-	-	881	500	9	500
6111410	Shop Supplies		-	200	-	48	-
6111425	Replacement Parts		-	313	-	-	-
	wireless/inernet			20	-	-	-
6111435	Vehicle Maintenance - Repair		-	1,249	-	-	-
6220105	Supervisors		-	-	1,500	-	-
6220110	Drivers		-				-
6220115	Driver Overtime		-				-
6110181	Cleaning Bus Allowance		-				1,200
6110182	Utility Expense Allowance		-				960
6330110	Computers		-				-
	TOTAL	**$ 37,713**	**$ 58,697**	**108,032**	**- 166,003**	**124,460**	**- 148,890**
	TOTAL EXPENDITURES	**1,314,815**	**1,330,385**	**1,559,060**	**1,873,229**	**1,074,162**	**1,751,372**

400 - Fleet - Building

Account Code	Account Title	FY11 Actual	FY12 Actual	7/1/2012 - Actual	Budget	Actual	**FY15 REQUEST** FY15 Executive Director Request
	Total Salaries/Benefits	**59,799**	**60,980**	**80,152**	**134,234**	**80,737**	**143,943**

				7/1/2012 -	7/1/2013 - 2/28/2014		FY 2015 REQUEST
		FY11 Actual	FY12 Actual	*Actual*	*Budget*	*Actual*	FY14 Executive Director Request
6110400	Contractual Services	-	-	2,164	65,900	-	3,600
6110400	Enginering Design						-
6110815	Janitor-Contract	-	-	19,368	24,000	13,812	24,000
	Security Monitoring	-	-				-
	TOTAL Contracts	**-**	**-**	**21,532**	**89,900**	**13,812**	**27,600**

					7/1/2013 - 2/28/2014		FY 2015 REQUEST
		FY11 Actual	FY12 Actual	FY13 Actual	Budget	Actual	FY14 Executive Director Request
6110310	Internet Service	500	480	127	360	380	700
6110315	Postage	100	-	-	200	104	200
6110320	Telephone	1,000	2,563	1,533	760	870	720
6110325	Cell Phone	600	125	862	1,210	705	1,248
6110400	Contract Services			2,164	65,900	-	-
6110425	IT Hardware/Software Support						3,000
6110605	Equipment Rental		-	203	1,000	508	1,000
6110610	Equipment Repair & Maintenance	2,176	360	694	1,000	-	1,000
6110620	Building Maintenance	15,966	380	12,224	15,000	4,549	15,000
6110625	Maintenance Machinery & Equipment	5,767	132	2,906	4,000	4,569	2,000
6110700	Insurance x NO longer part of 400	29,000	1,960	3,600	-	-	-
6110705	Property Insurance		-	4,829	29,000	6,670	7,000
6110710	General and Employee Liability		-	21,119	12,500	10,775	11,000
6110715	Civil Rights	41,371	74,721	3,311	5,000	3,311	3,311
6110725	Vehicle Insurance	6,000	3,840	54,960	66,000	52,690	68,000
6110730	Snow Removal (MA Agora)	626	4,200	-	6,000	-	6,000
6110810	Utilities	626	-	22,554	30,000	14,073	25,000
611082	Utility Expense Allowance		-	20	-	-	-
6110900	Uniforms			690	300	-	300
6110910	Physicals	5,449	2,052	996	-	-	300
6111000	Printing			-	-	394	600
6111105	Office Supplies	2,500	180	1,104	1,000	454	700
6111110	Furniture & Equipment under 5K	300	420	992	2,000	372	2,000
6111115	Janitorial Supplies	300	-	2,714	2,000	-	1,000
6111200	Training/Registration fees	215	324	200	500	-	2,300
6111305	Mileage	428	344	16	2,720	1,438	50
6111310	Transit Fares/Rental car/Air fare			-	140	-	400
6111315	Per Diem-Travel			-	940	-	700
6111325	Lodging		-	859	2,405	638	1,380
6111327	Meals & Meeting Expense			27	-	-	700
6111330	Misc Expenses			6	-	180	-
6111400	Fuel	304,353	328,291	403,635	430,000	227,936	415,000
6111405	Cell Tower Rental Fees	2,100	-	3,177	5,400	5,508	9,000
6111410	Shop Supplies	11,097	6,706	8,122	7,000	3,401	6,000

6111415	Oil and Lubricants	17,403	10,323	15,107	15,000	8,214	13,000
6111420	Hazardous Waste Disposal	-	-	-	-	-	-
6111425	Replacement Parts	45,703	29,970	64,181	58,000	41,159	70,000
6111430	Tires	24,827	11,903	49,559	30,000	11,137	25,000
6111435	Vehicle Maintenance - Repair	70,270	58,588	61,550	70,000	47,833	80,000
6111440	Painting	3,513	4,680	2,891	10,000	1,000	5,000
6330110	Computers		-	2,499	-	-	-
6330130	Benches and Signage		-	5,289	5,000	-	1,000
6330155	Bus Shelters/Repair/Parts			48,912	10,000	30,974	2,000
6330160	Mobile Radios			-	-	-	2,000
	TOTAL	**592,189**	**542,543**	**993,467**	**916,689**	**494,654**	**783,609**
	TOTAL EXPENDITURE	**651,987**	**603,523**	**1,095,150**	**1,140,823**	**589,202**	**955,152**

320 - Operation Non-RTD

Account Title	FY11 Actual	FY12 Actual	FY13 YTD Actual	**FY14 Budget**	**FY14 Actual Thru 2-28-14**	**FY15 Executive Director Request**
Non-RTD Railrunner	$ 1,922,899	$ 1,985,628	$ 2,209,659	$ 1,957,780	$ 915,416	$ 2,100,000
Non-RTD Los Alamos County	1,238,603	1,303,870	1,332,081	1,344,173	706,036	$ 1,361,820
Non-RTD City of Santa Fe	952,775	967,630	981,932	940,921	554,509	$ 953,274
Total Operation Non-RTD	**$ 4,114,277**	**$ 4,257,128**	**$ 4,523,672**	**$ 4,242,874**	**$ 2,175,961**	**$ 4,415,094**

500 - Capital

FY 2015

Account Title	FY11 Actual	FY12 Actual	7/1/2012 - FY13 Actual	FY14 Budget - Original	FY14 Actual	**FY15 Request** Director Request FY15
Furniture & Equipment under 5K		-	4,123	3,250	5,897	-
Capital Expenses		-				-
Buildings	880,690	1,129,200	121,269	8,000	-	-
Final Design Maintenance Facility						-
Security Cameras						-
Emergency Electrical Generator						-
After hours Security Gates						-
Furniture & Fixtures	-	16,597				-
Other Capital Expenses		-				-
AVAL Bus Reporting system			11,032	450,000	216,886	177,200
Benches and Signage		-	10,241	5,000	-	-
Fleet - Vehicles-Commuter						25,000
Passenger Bus	265,880	925,284	378,530	356,000	-	559,490
28 Pasgr. Bus						-
14 Pasgr. Bus						-
18 Pasgr. Bus						-
18 Pasgr. Bus						-
Skid Steer Loader+ attachments						-
Bus Shelters	52,430	10,584	48,912	56,500	30,974	50,000
Bus Stops Surface						10,000
TAP (ADA Plan, Design and Construct)						252,500
TOTAL Capital	**$ 1,199,000**	**$ 2,081,665**	**$ 574,107**	**$ 878,750**	**$ 253,758**	$ 1,074,190

NCRTD-FY 14/15 CAPITAL REQUEST (rolling stock)

PRI. #	UNIT #	CURRENT DESCRIPTION	REPLACE WITH	YEAR	CURRENT MILES	PROJECTED MILES AT DISPOSAL	ESTIMATED REPLACEMENT COST	JUSTIFICATION CODES
1	*T-502*	*Bus, 12 Passenger, ADA Accessible, Cutaway*	*Bus, 14 Passenger, ADA Accessible, Cutaway*	*2008*	*151,862*	*177,172*	*75,245*	*A,B,C*
2	*T-510*	*Van, 8 Passenger*	*Bus, 14 Passenger, ADA Accessible, Cutaway*	*2000*	*220,707*	*236,472*	*75,245*	*A,B,C*
3	*T-534*	*Bus, 25 Passenger, ADA Accessible, Cutaway*	*Bus, 34 Passenger, ADA Accessible, Cutaway*	*2009*	*202,250*	*242,700*	*155,000*	*A,B,C*
4	*T-537*	*Bus, 12 Passenger, ADA Accessible, Cutaway*	*Bus, 18 Passenger, ADA Accessible, LPG*	*2010*	*156,734*	*195,918*	*97,000*	*A,B*
5	*T-552*	*Bus, 14 Passenger, Cutaway*	*Bus, 18 Passenger, ADA Accessible, CNG*	*2010*	*86,675*	*108,344*	*107,000*	*A,B*
6	*T-ADD1*		*Van, 4 Passenger, ADA Accessible, (MV)*				*50,000*	*D*
							559,490	

NCRTD-FY 14/15 CAPITAL REQUEST (rolling stock-non federally funded)

1	*T-546*	*Sedan, Mid-Size*	*Sedan, Mid-Size, Flex Fuel*	*2000*	*100,145*	*107,298*	*25,000*	*A,B,C*
							25,000	

NCRTD-FY 14/15 CAPITAL REQUEST (equipment)

1	*T-ADD6*		*Bus Shelters/Signage*				*$50,000*	*E*
							$50,000	

Grand Total: ***$634,490***

JUSTIFICATION CODES

A *=MEETS AGE REQUIREMENT*

B *=MEETS MILES REQUIREMENT*

C *=IN NEED OF MAJOR REPAIRS AND/OR EXCESSIVE REPAIRS TO DATE*

D *=BELOW 20% FTA REQUIREMENT OF ADDITIONAL UNITS*

E *=NEEDED FOR NEW PROGRAM*

CURRENT YEAR: 2014

QTY	UNIT #	YEAR	CURRENT DESCRIPTION	REPLACE(D) WITH	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
1	T-502	2008	CUTAWAY, 12 PAS	14 PASSENGER BUS		*$75,245*									
2	T-510	2000	VAN, CARGO	14 PASSENGER BUS		*$75,245*									
3	T-518	2008	MINI VAN	20 PASSENGER BUS	*$80,594*										
4	T-519	2007	MINI VAN	14 PASSENGER BUS											
5	T-520	2008	CUTAWAY, 12 PAS	28 PASSENGER BUS											
6	T-524	2007	MINI VAN	8 PASSENGER VAN											
7	T-525	2008	SEDAN	SEDAN, MID-SIZE			*$25,000*				*$25,000*				*$27,000*
8	T-526	2008	EXTD VAN, 8 PAS	20 PASSENGER BUS	*$80,594*										
9	T-527	2008	EXTD VAN, 8 PAS	14 PASSENGER BUS	*$75,245*										
10	T-533	2008	MINI VAN	14 PASSENGER BUS											
11	T-534	2009	BUS, 25 PAS	34 PASSENGER BUS		*$155,000*					*$160,000*				
12	T-535	2009	CUTAWAY, 12 PAS	14 PASSENGER BUS	*$75,245*										
13	T-536	2009	CUTAWAY, 12 PAS	14 PASSENGER BUS	*$75,245*										
14	T-537	2010	CUTAWAY, 12 PAS	18 PASSENGER BUS LPG		*$97,000*				*$102,000*					*$105,000*
15	T-538	2011	RECOVERY VEHICLE	SAME					*$37,000*						*$39,000*
16	T-539	2010	BUS, 18 PAS	SAME			*$82,000*					*$86,000*			
17	T-540	2010	BUS, 18 PAS	SAME			*$82,000*					*$86,000*			
18	T-541	2010	BUS, 18 PAS	SAME			*$82,000*						*$87,000*		
19	T-542	2010	BUS, 18 PAS	SAME			*$82,000*						*$87,000*		
20	T-543	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			*$75,245*			*$78,000*				*$82,000*	
21	T-544	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			*$75,245*			*$78,000*				*$82,000*	
22	T-545	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			*$75,245*			*$78,000*				*$82,000*	
23	T-546	2000	SEDAN	SEDAN, MID-SIZE		*$25,000*								*$27,000*	
24	T-547	2001	SEDAN	SEDAN, MID-SIZE		*$25,000*								*$27,000*	
25	T-548	2011	BUS, 40 PAS	SAME								*$175,000*			
26	T-549	2011	BUS, 40 PAS	SAME								*$175,000*			
27	T-550	2011	BUS, 40 PAS	SAME							*$175,000*				
28	T-551	2011	BUS, 28 PAS	SAME					*$155,000*						*$157,000*
29	T-552	2010	CUTAWAY, 14 PAS	18 PASSENGER BUS CNG		*$107,000*							*$115,000*		
30	T-553	2011	BUS, 28 PAS	SAME					*$155,000*						*$157,000*
31	T-554	2011	BUS, 28 PAS	SAME						*$155,000*					
32	T-555	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS				*$77,000*					*$81,000*		
33	T-556	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS				*$77,000*						*$82,000*	
34	T-557	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS				*$77,000*						*$82,000*	
35	T-558	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS				*$77,000*					*$81,000*		
36	T-559	2011	BUS, 18 PAS	SAME				*$83,000*							*$85,000*
37	T-560	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS				*$77,000*						*$82,000*	
38	T-561	2011	EXTD VAN, 8 PAS	14 PASSENGER BUS				*$77,000*				*$80,000*			
39	T-562	2011	EXTD VAN, 8 PAS	14 PASSENGER BUS				*$77,000*				*$80,000*			
40	T-563	2011	EXTD VAN, 8 PAS	14 PASSENGER BUS				*$77,000*				*$80,000*			
41	T-564	2013	18' UTILITY TRAILER	SAME											*$5,000*
42	T-565	2013	CUTAWAY, 14 PAS	SAME					*$77,000*				*$81,000*		
43	T-566	2013	CUTAWAY, 14 PAS	SAME					*$77,000*				*$81,000*		
44	T-567	2014	BUS, 18 PAS	SAME					*$83,000*				*$87,000*		
45	T-568	2014	BUS, 28 PAS	SAME							*$160,000*				
46	T-569	2001	UTILITY VEHICLE, 4X4	SAME				*$30,000*							*$32,000*
				Skid Steer Loader		*$40,000*									
				Pickup Broom Attachment for Skid Steer		*$4,000*									
				Snow Plow Attachment for Skid Steer		*$4,000*									
				Forklift Attachment for Skid Steer		*$1,000*									
				Standby/Emergency Generator		*$50,000*									
				Bus Shelters/Signage		*$51,000*									
				CAPITAL TARGET	**$386,923**	**$709,490**	**$578,735**	**$729,000**	**$584,000**	**$491,000**	**$520,000**	**$762,000**	**$700,000**	**$546,000**	**$607,000**

NCRTD

NCRTD Position History

	FY11		FY12		FY13		FY14		FY15	
Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)										
Executive Director	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1
File Clerk									0.25	1
Marketing Manager/PIO	1	1	1	1	1	1	1	1	1	1
Marketing Specialist									1	1
Special Project Manager	1	1	1	1	1	0	0	0	0	0
Human Resources/Risk and Safety Adm.	0	0	0	0	0	0	1	1	1	1
TOTAL Positions	4	4	4	4	4	3	4	4	5.25	6

	FY11		FY12		FY13		FY14		FY15	
Finance	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)										
Finance Manager	1	1	1	1	1	1	1	1	1	1
Financial Analyst	1	1	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3	3	3

	FY11		FY12		FY13		FY14		FY15	
Operations Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)										
Transit Operations Manager	1	1	1	1	1	1	1	1	1	1
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0	0	0
Operations Analyst	1	1	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	1	0	0	0	0	0
Service Development, Projects , Grants Spec	0	0	0	0	0	1	1	1	1	1
TOTAL Positions	4	3	4	3	3	3	3	3	3	3

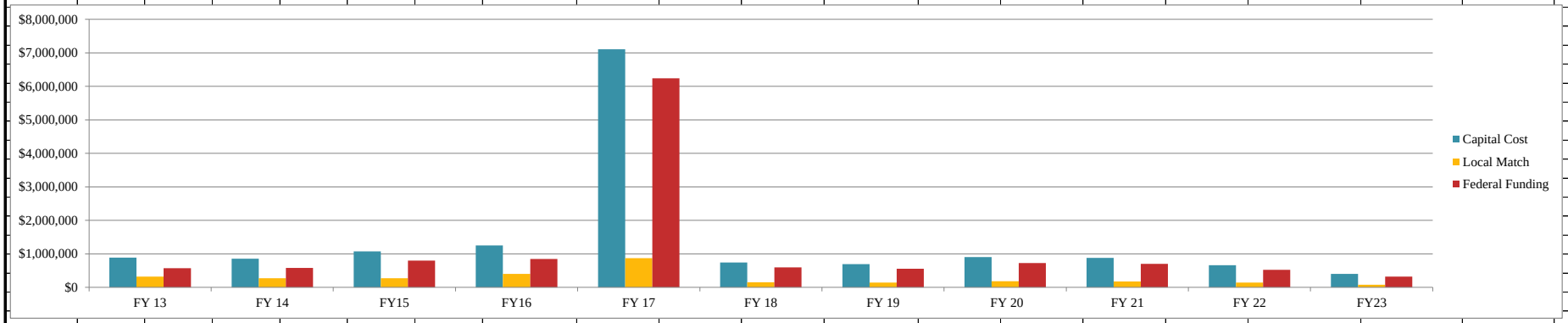
	FY11		FY12		FY13		FY14		FY15	
Operations Driver	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)										
Route Supervisors	2	2	2	2	2	2	2	2	2	2
Dispatchers	2	2	2	2	2	2	0	0	0	0
Dispatcher (non CDL)							1	1	1	1
Dispatcher (CDL)							1	1	1	1
Driver 1 (Non CDL)	25	27	27	30	30	30	14	14	14	14
Driver 2 (CDL)							16	16	12	12
Driver 3 (CDL)							0	0	4	4
Permanent Part-Time (benefits)										
Drivers				2	1	2	0	0	0	0
Driver (non CDL)							0.71	1	1	1
Part-Time (no benefits)										
Drivers	6	7	7	2	1	2	0	0	0	0
Drivers (CDL)	0	0	0	0	0	0	1	2	1	2
Temp Hours @ 2288 (800 per temp/posit.)	0	0	0	1.1	1.1	1	1.1	2.86	1.1	2.86
TOTAL Positions	35	38	38	39.1	37.1	39.0	36.81	39.86	37.1	39.86

	FY11		FY12		FY13		FY14		FY15	
Fleet/Building	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)										
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1	1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1	1	1
Custodian	0	0	0	0	1	0	0	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0.5	1	0.5	1
TOTAL Positions	1	1	1	1	3	2	2.5	3	2.5	3

	FY11		FY12		FY13		FY14		FY15	
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Total Positions	**47**	**49**	**50**	**50.1**	**50**	**50**	**49.3**	**52.86**	**50.85**	**54.86**

NCRTD 10 Year Capital Investment Plan (CIP)

	FY 13	FY 14	FY15	FY16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY23	
Fleet Replacement (see attached detailed listing)	$350,000	$386,000	$584,490	$323,000	$524,000	$736,000	$637,000	$903,000	$817,000	$655,000	$402,000	
Maintenance Facility				$503,000	$5,668,552							
Paving bus parking area					$90,000							
Bus Protective Awnings					$422,500							
PV panels and electrical conversion to power RTD Facilities				$150,000								
Transit Orientated Development Site Planning					$70,000							
Scheduleing, Reporting, Vehicle Location Software	$450,000	$450,000	$177,200									
75 Shelters (15/yr @$4,000 ea. X 5 years)	$60,000		$50,000		$60,000		$60,000		$60,000			
Fueling Facility					$200,000							
Satellite Facilities (SF,Taos)				$75,000	$75,000							
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)	$20,000			$15,000		$10,000				$10,000		
Snow Plow attachment	$7,000											
Emergency Electrical Generator - Building				$60,000								
Afterhours security gates (front and side entrance)		$8,000										
Bus stop improvements (varies)		$15,000	$10,000									
Records software and Archival System				$75,000								
Skid steer loader				$50,000								
ADA Plan Implementation			$252,500									
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue												
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue												
												Total
Total	**$887,000**	**$859,000**	**$1,074,190**	**$1,251,000**	**$7,110,052**	**$746,000**	**$697,000**	**$903,000**	**$877,000**	**$665,000**	**$402,000**	**$15,471,242**
Federal 80%/50% 0.8 0.5	$569,000	$583,000	$800,136	$851,400	$6,237,752	$596,800	$557,600	$722,400	$701,600	$524,000	$321,600	$12,143,688
Local Match 20%/50%	$318,000	$276,000	$274,054	$399,600	$872,300	$149,200	$139,400	$180,600	$175,400	$141,000	$80,400	$3,005,954



4/18/2014

Long Range Financial Plan - Moderate Case Scenario

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenues	**Actual**	**Actual**	**Budget**	**Projected**									
RTD GRT Revenue	7,128,176	6,871,270	6,720,765	6,809,100	7,013,373	7,223,774	7,440,487	7,663,702	7,893,613	8,130,421	8,374,334	8,625,564	8,884,331
Federal Capital Funds	609,541	303,929	96,000	355,000	851,400	6,237,752	596,800	557,600	722,400	701,600	524,000	321,600	400,000
Federal Funds 5311/5316	1,054,113	1,395,620	1,370,149	1,332,071	1,358,712	1,385,887	1,413,604	1,441,876	1,470,714	1,500,128	1,530,131	1,560,733	1,591,948
Federal Funds 5304			151,250	114,400									
Capital Outlay (State/Fed)	866,856		170,000	175,000									
LA GRT	600,000	500,000	450,000	400,000									
Tribal Transit	4,749	314,386											
Miscellaneous (fares, TAP $)	33,702	99,898	373,800	265,736									
Cash Balance Carry over for Capital		321,215		245,436									
Total Operating Revenues	10,297,137	9,806,318	9,331,964	9,696,743	9,223,485	14,847,413	9,450,892	9,663,179	10,086,727	10,332,150	10,428,465	10,507,898	10,876,279

Operating Expenses	**Actual**	**Actual**	**Budget**	**Projected**									
Administrative Costs	961,546	862,723	1,138,276	1,221,200	1,257,836	1,295,571	1,334,438	1,374,471	1,415,705	1,458,177	1,501,922	1,546,980	1,593,389
Operating & Maintenance Costs	2,287,592	2,652,716	3,091,814	2,986,259	3,075,847	3,168,122	3,263,166	3,361,061	3,461,893	3,565,749	3,672,722	3,782,904	3,896,391
NCRTD GRT Allocations % based	4,257,127	4,327,824	4,242,874	4,415,094	4,547,547	4,683,973	4,824,492	4,969,227	5,118,304	5,271,853	5,430,009	5,592,909	5,760,696
Capital Investment Plan	2,081,665	762,446	859,000	1,074,190	1,251,000	7,110,052	746,000	697,000	903,000	877,000	665,000	402,000	500,000
Total Operating Expenses	9,587,930	8,605,709	9,331,964	9,696,743	10,132,230	16,257,718	10,168,096	10,401,759	10,898,902	11,172,779	11,269,653	11,324,792	11,750,476

Net Operating Income	709,207	1,200,609	0	0	**(908,744)**	**(1,410,306)**	**(717,205)**	**(738,581)**	**(812,175)**	**(840,629)**	**(841,188)**	**(816,895)**	**(874,197)**
Reserve Balance Req. (25%)	2,396,983	2,151,427	2,332,991	2,424,186	2,533,057	4,064,430	2,542,024	2,600,440	2,724,726	2,793,195	2,817,413	2,831,198	2,937,619
over/under reserve balance	**803,836**	**1,049,391**	**4,457,340**	**4,366,145**	**4,257,274**	**1,817,157**	**1,929,257**	**1,153,637**	**290,770**	**(589,874)**	**(1,454,722)**	**(2,309,694)**	**(3,233,010)**
Proj. ending reserve amount	3,200,818	6,790,331	6,790,331	6,790,331	5,881,587	4,471,281	3,754,077	3,015,496	2,203,321	1,362,691	521,504	**(295,391)**	**(1,169,588)**

1. No Service increases (except those approved as of 4/2014)
2. 3% inflator for Revenues - Federal escalates at 3% a year
3. O & M costs inflated at 3%
4. NCRTD GRT allocations based upon Board approved formula
5. Capital reflects RTD 10 year plan

Reserve Fund Allocation per proposed policy

Reserve for operations (25%)	$2,332,991.00
Reserve for capital (15%)	$1,399,794.60
Reserve for service enhancements (5%)	$466,598.20
Total **Designated** Reserve Funds	$4,199,383.80
Undesignated Reserve Funds	$2,590,947.20
Total all Reserves	$6,790,331.00

Memorandum

To: Finance Committee
From: Glenda Aragon, Finance Director
Thru: Anthony J. Mortillaro, Executive Director
Date: April 25, 2013
Re: **Investment of District Funds and the State of New Mexico Local Government Investment Pool Report summary.**

Background:

The NCRTD began recently participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, which was established under NMSA 1978, Section 6-10-10.1. The LGIP is a short-term investment fund, consisting of deposits from governmental entities and Indian tribes or pueblos. The authorizing NCRTD Board resolution allowed the participation of a voluntary investment option that is intended to safely generate market returns by utilizing the purchasing power of a large pooled fund. The remainder of District funds (60% of the remaining reserves) are allocated to short term certificate of deposits (12 months or less). With a twelve (12%) to remain in the NCRTD checking account for operating expenditures.

It is the policy of the NCRTD to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state statutes governing the investment public funds.

The District Executive Director Anthony Mortillaro and the Districts Finance Director Glenda Aragon, established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The allocations authorized by the Board for division for these short term investments were in the amount of $4,074,199. All District funds were to remain 100% collateralized.

The Investments on behalf of the District were made in accordance with the "prudent person" rule; i.e. investments shall be made with judgment and care, under all circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for the speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The District sought to balance three primary objectives for its cash portfolio:

- Maintaining sufficient liquidity to meet financial obligations;
- Earning a market rate of return (subject to permitted investment constraints);
- Diversifying investments among asset classes to ensure safety of principal.

In the short time (1-3 months) that the Staff has allocated the funds as requested by the Board it has managed to generate $1,904 in interest income, with both LGIP and short term CD's.

Recommendation:

It is recommended that the Finance Committee discuss and review the information presented in relation to the LGIP and District Division of Certificate of Deposit Investments report, and recommend that the Board of Directors review the information presented.

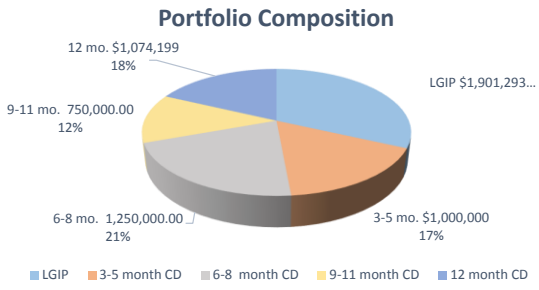
Attachment:

- NCRTD Investment Report

North Central Regional Transit District
Certificate of Deposit Report
April 17, 2014

Current CD investments

	Date opened	Term/mos	Expiration	Rate	Amount invested	Earnings
12 months						
Los Alamos National Credit Union	3/6/2014	12	3/6/2015	0.004	574,199.00	264.34
State Employees Credit Union	2/28/2014	12	2/28/2015	0.0055	250,000.00	137.50
Washington Federal Credit Union	2/27/2014	12	2/27/2015	0.004	250,000.00	100.01
			Average rate	**0.45%**	**1,074,199.00**	**501.85**
9-11 months						
Los Alamos National Bank	3/6/2014	9	12/1/2014	0.0035	250,000.00	100.70
Los Alamos National Bank	3/6/2014	10	12/31/2014	0.0035	250,000.00	100.70
Los Alamos National Bank	3/6/2014	11	1/30/2015	0.004	250,000.00	115.09
			Average rate	**0.37%**	**750,000.00**	**316.49**
6-8 months						
Guadalupe CU	2/28/2014	6	8/27/2014	0.35%	250,000.00	87.50
US New Mexico FCU	2/21/2014	6	8/20/2014	0.70%	250,000.00	175.00
Los Alamos National Bank	3/6/2014	6	9/2/2014	0.25%	250,000.00	71.92
Los Alamos National Bank	3/6/2014	7	10/2/2014	0.30%	250,000.00	86.31
Los Alamos National Bank	3/6/2014	8	11/1/2014	0.30%	250,000.00	86.31
			Average rate	**0.38%**	**1,250,000.00**	**507.04**
1-3 months						
Sunrise Bank	2/21/2014	3	5/22/2014	0.20%	250,000.00	50.03
Los Alamos National Bank	3/6/2014	3	7/4/2014	0.20%	250,000.00	57.54
Los Alamos National Bank	3/6/2014	4	8/3/2014	0.20%	250,000.00	57.54
Los Alamos National Bank	3/6/2014	5	9/2/2014	0.25%	250,000.00	71.92
			Average rate	**0.21%**	**1,000,000.00**	**237.03**
			Short term Investment		4,074,199.00	1,562.41
			LGIP	0.100433	1,901,293.00	341.18
					$ 5,975,492.00	1,903.59



LGIP	1,901,293.00	341.18	32%
3-5 month CD	1,000,000.00	237.03	17%
6-8 month CD	1,250,000.00	507.04	21%
9-11 month CD	750,000.00	316.49	13%
12 month CD	1,074,199.00	501.85	18%
Total	**$ 5,975,492.00**	**1903.59**	

Average Rate of Return	0.325%
Current Quarterly Earnings	2,244.77
Fiscal YTD Earnings	2,244.77
Fiscal YTD Earnings + Investment	**$ 5,977,395.59**

Finance Subcommittee

Meeting January 24, 2014

9:00 a.m.

Board Members Present: *Commissioner Miguel Chavez – Santa Fe County (Telephonically), Tim Vigil – Pueblo of Pojoaque (In Person), Geoff Rodgers – Los Alamos County (In Person)*

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Pat Lopez – Finance Analyst, Michael Kelly – Facilities and Transit Operations Director, Dalene Lucero – Executive Assistant*

Guest(s) Present*:*

Absent: *Commissioner Barney Trujillo - Rio Arriba County, Leandro Cordova - Taos County*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Chairman Tim Vigil at 9:10 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of Mid-Year Budget

Mr. Mortillaro gave a brief overview regarding the Mid-Year Budget review.

Ms. Aragon went on to reference page three (3) of the packet, stating that the District is reporting year-to-date actuals for revenue as of June 30, 2013 to December 31, 2013. Ms. Aragon then asked Mr. Lopez to present the Revenue in greater detail.

Mr. Lopez started with Los Alamos County stating that the revenue deficit is nearly $71,000 for the first four (4) months of FY14. He also noted that $33,136 was collected for the month of October due partially to the federal budget impasse that may have impacted Los Alamos National Lab. Mr. Lopez went on to mention that the revenue for the remainder of the fiscal year is projected to be 15% below budget (averaging 12.1% for the first four (4) months), which result in a deficit of $204,378 by year end.

Mr. Mortillaro asked Councilor Rodgers if Los Alamos County has done any Mid-Year corrections.

Councilor Rodgers stated that they had not.

Mr. Lopez continued to explain the GRT Revenue for Rio Arriba County. He stated that the first four (4) months of FY14 actual revenues is averaging 93% of the total budget. The projections for the remaining eight (8) months assume the revenues will be 94% of the budget. Mr. Lopez proceeded to mention that the revenues are projected to be in a deficit of $40,849 by the end of FY14.

Mr. Lopez went on to the Santa Fe County GRT Revenue, stating that the first four (4) months in FY14 is averaging nearly 12% above the budget. The revenue projections assume 10% above the budget for the remainder of FY14. He stated that the FY14 end of year surplus is projected to be $417,764, and half of this surplus will be transferred to Rio Metro Transit District; this is also reflected in the expenditure projections.

Mr. Lopez then proceeded to go over the Taos County GRT Revenue, stating that the first four (4) months in FY14 is averaging 4.7% above the budget. He noted that the revenue projections assume 2% above the budget for the remainder of the fiscal year with the exception of December; the revenue is projected to be the same as FY13. The FY14 end of the year surplus is projected to be $13,317.

Ms. Aragon went on to the explain the grant revenue, stating that the total overall revenue increased in projected amount by $247,230; which was also an increase of 6% from what was initially projected to be received in Federal funding for TAP/ADA award in the amount of $215,736, plus $36,764 in matching funds. She noted that the staff also went to the board to encumber $31,494 from the FY1 budget for purchase of shelters from 5311 capital funding.

Ms. Aragon proceeded to state that the NCRTD anticipated to receive about $60,500 in proceeds from the sale of auctioned vehicles, Transit Fares, Bank Investment income, Insurance proceeds and Miscellaneous Revenue. She then moved on stating that NCTD accounted for all the year-to-date expenditures as of December 31, 2013, and closely reviewed all line items related to Administration, Operations, Non-RD and Capital accounts. NCRTD is closely monitoring its current and projected expenditures for the remainder of FY14. It was then mentioned that the NCRTD will have a slight surplus at the end of FY14 in expenditures in the amount of $41,743 or .57% of the budget. Ms. Aragon went on to state the there was a deficit in the Non-RTD expenditures of $208,882, which is offset from the anticipated revenue coming from Santa Fe County as half of the GRT revenue that automatically goes to the RailRunner. She then asked if there were any questions.

Commissioner Chavez asked if the funding going to Rio Metro only went to the RailRunner, or if other agencies received the funding.

Mr. Mortillaro noted that it only applied to the RailRunner.

Commissioner Chavez asked if the funding went to the RailRunner due to the Region in which the District was in.

Mr. Mortillaro stated it did not; he noted that it had to do with the Intergovernmental Agreement the District entered into between the RTD and Rio Metro Transit District back in 2008. Per Santa Fe County it was requested that 50% of GRT Transit Tax generated in Santa Fe County would go to Rio Metro to support the RailRunner.

Commissioner Chavez said that Mr. Mortillaro reiterating that was very helpful.

Mr. Mortillaro mentioned that he and the Chairman would like to present an update to each government body within the District.

Further discussion went on regarding the scheduling of the proposed presentation.

Ms. Aragon moved forward to page thirteen (13) of the packet stating the budget increases approved by the Board include $31,494 in August from 5311 federal fund carryover for construction of shelters; $165,000 in November from the Transportation Alternatives Program federal grant award for construction to bring bus stops into ADA compliance. Ms. Aragon went on stating that in January $20,500 was approved by the Board to be moved from miscellaneous revenue in order to supplement the purchase of two buses from federal funds.

She then stated that the projected expenditures would include three (3), fourteen (14) passenger buses, a building security gate, two (2), twenty (20) passenger buses, AVL Route Planning Software, as well as construction of bus stops to comply with ADA. Ms. Aragon mentioned that these were the future capital expenditures.

Mr. Mortillaro added that based on the schedules regarding the AVL implementation and ADA compliance, some of these projects may carry over into the next Fiscal Year.

Mr. Vigil questioned whether or not additional staff would be hired for the implementation of the AVL software.

Mr. Mortillaro stated that he did not anticipate hiring additional staff. However, until the District has more hands on experience, they will not know for sure. If the District ever went to seven-day-a-week service, then they would definitely have to hire additional staff.

Ms. Aragon proceeded to complete the presentation of the Mid-Year Budget Review, stating that the plan of action would include balancing the budget by continuing to monitor the budget against funds received and anticipated to receive in GRT. The federal grants awarded will remain static.

Ms. Aragon also stated that the Finance staff has done a great job budgeting conservatively in FY14 for GRT revenues and anticipated expenditures based on NCRTD history. She noted that the NCRTD will continue to maintain a balanced budget for the remainder of FY14 and will apprise the Board of any dramatic changes.

Mr. Vigil asked if the Subcommittee members had any questions regarding the Mid-Year Review.

There were none.

He then commended staff, stating that they had done a great job.

Commissioner Chavez thanked staff for providing a very clear, concise and comprehensive report.

Councilor Rodgers also commended staff, stating that in a very short amount of time staff has done a phenomenal job in making drastic improvements.

It was recommended that the Subcommittee accept the Mid-Year Budget Review as presented, approving staff recommendation for Board review.

Councilor Rodgers made a motion to approve the Mid-Year Budget Review as presented. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

B. Discussion and Review of Sustainability Plan

Mr. Mortillaro gave a brief overview on this item, stating that the District did not currently have a sustainability plan.

Mr. Kelly went over the Sustainability plan as presented. He noted that the NCRTD is a governmental entity that is made up of other governmental entities. Each share similar environmental concerns and stand responsible to establish a sustainable plan that will minimize the impact of its existing facilities and future infrastructure and building investments within North Central New Mexico.

One of the ways the District can operate in a sustainable way is to utilize alternative fuels. In 2013 the NCRTD Board approved an Alternative Fuels Analysis that provided for the purchase of test vehicles in 2015. This will aid in the establishment of an alternative fuel type for future fleet purchases. He noted that this would also require the fueling infrastructure to accommodate these vehicles.

Mr. Kelly then went on to state that the District would implement certain policies to ensure District vehicles are operated more efficiently. This would also help the District to reduce its carbon footprint.

Councilor Rodgers asked if there were any federal grants or programs out there to help an agency like this to obtain alternative fuel or if it all was dependent on the District.

Mr. Kelly noted that there had been some developments for alternative fuels and zero emission vehicles through the State Department of Energy and Minerals as well as the Federal Transit Administration.

Mr. Mortillaro went on to state that there were some federal grant funding opportunities for zero emissions, in which the District has requested information on the program from the FTA on whether or not you need to be in a non-attainment area or not. If the FTA responds that you don't have to be in a non-attainment area, the District will apply for that funding.

Mr. Kelly continued with the presentation, stating that existing administrative and operations facility sustainable best practices would also include: motion sensor lighting to conserve energy when not in use; thermostat access covers to maintain comfort levels of

69-70 degrees during hours of 5:00 a.m. to 8:00 p.m., and set to be reduced to 65 degrees from 8:00 p.m. to 5:00 p.m. and on weekends. Energy usage has also been reduced by the omission of personal office fans and heaters. A self-monitoring-adapting thermostat (NEST) is being researched for more accurate temp regulations and additional energy savings.

Mr. Kelly proceeded to mention that the District Staff has installed receptacles for aluminum, paper, plastic and general waste. A portion of paper recycled are given to local schools to be used for scratch paper for students. The District has also begin to monitor water utilizing time management of motion censored components for water usage in landscaped areas, and restrooms. Fleet and Facilities staff also utilize pressure washers that regulate/minimize water usage when washing buses.

Mr. Vigil mentioned that the District should consider harvesting water through the use of a cistern, and perhaps use that to water plants and so forth.

Mr. Kelly stated that it would be a definite possibility to look into that as a future endeavor.

Mr. Mortillaro noted that it would be brought up during the preliminary design phase of the new maintenance facility.

Mr. Kelly went on stating that the facility Board room would be available to other governmental entities during District non-use times would maximize facility use while also minimizing the utility variances.

Councilor Rodgers questioned whether or not the facility has been used a lot by outside entities.

Mr. Mortillaro stated that it had not. However, the District has received one request from the Rio Arriba County Clerk for an election facility, but they recently changed their mind. He also noted that other meetings such as the Regional Planning Authority, as well as the very first GFOA testing site, for Finance Officers throughout the state to be able to take their certification test.

Mr. Kelly noted that the New Mexico Department of Game and Fish also inquired about using the facility for certain types of educational demonstrations for boating rules and regulations.

He continued to mention the general sustainable practices for field facilities such as bus stops and shelters. With that the District hopes to purchase solar lighting for new shelters and for retrofitting old shelters. Additionally, this will increase visibility in dark hours and provide a level of security for riders, and aid in reducing graffiti and vandalism in various locations.

The District has also installed and maintains trash receptacles at bus stops and shelters. Mr. Kelly mentioned that it was critical as a sustainable practice entity and service, to minimize any residual, visual footprint within the served communities. Installation and maintenance of trash receptacles will reduce the clutter of trash accumulation.

Mr. Kelly went on to state that the District would incorporate new user friendly signage and route information and bus stops. With the implementation of the new AVL Route software, more user friendly signage would be posted with pertinent information via posted schedules and QR codes. This will reduce the need for multi-printing of paper schedules.

Mr. Kelly proceeded to state that the District would also continue to seek multi modal locations for future bus stops. Transit can aid in sustaining communities by including stops at recreational intersections like hiking trails, bicycle paths and sport/entertainment centers.

He then moved on to the future development of Transit Facilities and Land Use. The District is currently doing the preliminary design of the maintenance facility, in which there may possibly be a vacant portion for any third party development. With that, the application of sustainable standards will be required for any and all future development.

Mr. Kelly continued stating than any future District development for transit use will seek LEED certifications in the design and build within the affordability limitations as directed by the Executive Director and the Board. Any considerations of future third party development will be Transit Oriented Development (TOD) preferred, and will seek LEED certification within affordability of the projects scope.

Councilor Rodgers noted that with alternative fuels, there are certain requirements that must be met as far as working on the alternative fuel vehicles, in the sense that you must train employees to be able to work on those vehicles.

Mr. Mortillaro noted that the District asked the engineer to look at future expansion of the facility, so that if the District ends up doing maintenance for other entities, whether they're on regular fuel or alternative fuel, the District will have the ability to expand based on that. He also stated that he would like to look into sharing the fueling facility, since the District would also be utilizing a card system, in which they would charge an administrative fee for building and managing the fueling facility. Mr. Mortillaro mentioned that this could be a cost savings to other entities as well, which the District will explore further.

Mr. Kelly continued, stating that any District property not set aside for third party development, vacant land or rooftops could be utilized for sustainable green energy production, such as alternative energy functions of solar or wind energy development, which can also offset a lot of the cost. He noted that the City of Santa Fe has a similar system in which they installed solar panels on their parking structure, and they actually produce they amount of energy that they use in a day, and then some.

Mr. Kelly then moved on stating that the District would set goals and benchmarks to determine if the Sustainability Plan is functional and beneficial to the region. A resolution would be presented to the Board for acceptance, which will be the first step in moving the plan forward and setting the goals. The District would also collaborate with member agencies to observe any best practices currently being done, ones that are in planning and potential sharing of green resources i.e. utilizing a members recycle facility or simulating a successful energy installation. Mr. Kelly then noted that the District would provide monthly/annual reports on meeting goals and benchmarks.

Mr. Kelly then referenced page six (6) of the packet, noting the vision and mission statement of the Sustainability Plan. Which is "To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond".

Councilor Rodgers mentioned that Los Alamos County was also in the process of creating a Sustainability Plan. However, it was side tracked due to an issue with the term sustainable. He noted that in some environments, the word sustainable is politically charged, so just be aware of that.

Mr. Mortillaro asked what the suggestions were as far as changing that terminology because it is very widely used.

Councilor Rodgers expressed that it was surprising to him. However, for those that are pro-business it is an issue when an organization is spending money on sustainability. He also stated that he is not saying the District needs to change the terminology, he is just making the District aware.

Further discussion went on regarding this matter.

Mr. Mortillaro stated that goals and benchmarks would be set by the sustainability committee, and then would be passed by the Board if they are in agreement with the goals or objectives. The District will then report to the Board on cost savings and so on.

Mr. Kelly then thanked the Finance Subcommittee Members for their feedback on this item.

It was recommended that the Subcommittee accept the Sustainability Plan as presented, approving staff recommendation for Board review.

Councilor Rodgers made a motion to accept the Sustainability Plan as presented with resolution for adoption, approving staff recommendation for Board review. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

C. Minutes from November 22, 2013

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from November 22, 2013.

Councilor Rodgers made a motion to approve the minutes from November 22, 2013. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

Mr. Mortillaro noted that the Customer Service Initiative Focus Group meetings would be held for the Finance Subcommittee on February 12, 2013 at 9:30 a.m.

Mr. Mortillaro also noted that the FY15 Draft Budget would be presented in March or April.

Councilor Rodgers suggested that Councilor Pete Sheehey move into where he left off as a Board Director and Finance Subcommittee Member. Although he noted that it would be up to the Board.

Further discussion went on regarding this item.

Mr. Mortillaro proceeded to mention that the Legislative Finance Committee has conducted a review of the District, in which a public hearing will be held to present the results. He then asked that the Subcommittee members attend in support of the District.

The Finance Subcommittee agreed.

Mr. Mortillaro and the Finance Subcommittee commended staff for all of their hard work and improvements in which they've made within the District.

ADJOURN

The Finance Subcommittee meeting was adjourned at 10:27 a.m.

The next Finance Subcommittee meeting will be held on March 28, 2014 at 9:00 a.m.